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**Drinking Water and Groundwater  
Protection Division**

**Wastewater System & Potable Water Supply  
Program Up-Date**

**July 30, 2015**

*State of Vermont*

*Agency of Natural Resources*

*Department of Environmental Conservation*

*Main Office:*

*Drinking Water & Groundwater Protection  
Division*

*1 National Life Drive, Main 2*

*Montpelier VT 05620-3521*

*Phone: 802-828-1535*

*Regional Offices:*

*Barre 802-476-0190*

*Essex 802-879-5656*

*Rutland 802-786-5900*

*Springfield 802-885-8855*

*St Johnsbury 802-751-0131*

**WEBSITE:**

[www.anr.state.vt.us/dec/dwgwp/index.htm](http://www.anr.state.vt.us/dec/dwgwp/index.htm)

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The Department of Environmental Conservation had to reduce its general fund budget for fiscal year 2016 by \$722,000. To do this, the Department decided to reassign 9 positions from the Regional Office Program to other DEC Divisions with different funding sources. The transition of the 9 positions will begin July 13 and end December 25, 2015 with the majority of the staff moving October 5, 2015. When the reassignments are complete, the Regional Office staffing will be:

**Barre:** Carl Fuller, Regional Engineer  
Dolores Eckert, Assistant Regional Engineer  
Patty D'Avignon, Administrative Assistant

**Essex:** Jessanne Wyman, Regional Engineer  
Bill Zabiloski, Assistant Regional Engineer  
Ernestine Chevrier, Administrative Assistant

**Rutland:** Dave Swift, Regional Engineer  
Elias Erwin, Assistant Regional Engineer  
Alicia Owen, Administrative Assistant

**St. Johnsbury:** Richard Wilson, Regional Engineer  
Sue Cross, Administrative Assistant

**Springfield:** Terry Shearer, Regional Engineer  
Jeff Svec, Assistant Regional Engineer  
Terri-Lynn McMahon, Administrative Assistant

**Central Office:** Ernest Christianson, Program Manger  
Mary Clark, Staff Hydrogeologist, Manager Designer License Program, Manager I/A Program  
Christina Russo, Permits Manager

The plan to reduce Department costs also includes moving all Department staff located in the Barre Regional Office including the Regional Office to National Life. We will inform you when the move date is known.

Please be aware that, as our staff numbers decrease due to the budget cut, we anticipate the time frame for obtaining a permit will increase. Please communicate with your clients the need to plan for an increase in permit processing time.

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Regional Office staff is discussing how to improve our administrative and technical review processes for the 2,500 to 3,500 applications we receive each year as well as how to manage the numerous inquiries each office receives.

One area the Regional Offices discussed as a time and cost saver for all of us is to improve the quality of the applications. Presently we estimate that 40 percent of all applications need additional information before we can accept them as administratively complete. On February 28, 2011, a letter was sent to all designers that included a checklist you could use as a guide when completing an application.

We recently created the following checklist that is substantially shorter and identifies the items that are most often in error and/or represent important items that need to be accurately completed for us to enter the data into the tracking system.

<b>Item of Concern</b>
Use only a current application form that is on our Regional Office page (date needs to be correct)
Applicant information (Part 1) accurate and complete
Certifying designer information (Part 1) accurate and complete
Property location including GPS coordinates & SPAN information (Part 3) accurate and complete
Project deed reference(s) (Part 4) accurate and complete
Project plan reference(s) (Part 4) accurate and complete
Project description/information (Part 4) accurate and complete
Water supply information (Part 5) accurate and complete
Wastewater system information (Part 6) accurate and complete
Application fees (Part 7) accurate and complete
Designer certification information (Part 8) accurate and complete
Landowner/certifying official signature(s) (Part 9)
Copy of document authorizing certifying official included when needed
Power of attorney & letter of assignment included when needed
Approval letter(s) by a municipality or owner of the water supply or wastewater system included
Act 145 overshadowing form and receipt for water/wastewater included
Listing of all prior permits included on the form

A second area we want to address is how to reduce the number of projects that receive a review letter requesting additional information. Our April 2014 Newsletter to designers included a lengthy checklist of items that need to be provided with each application that required a technical review of a water supply or wastewater system. The need for repeated detailed reviews on our part and numerous responses/corrections on your part delay permit issuance which is not in the best interest of your clients. We also want to avoid denying projects which is always one of our options.

We recently created the following checklist that is substantially shorter and identifies the items that are most often in error and/or represent important items that need to be part of each application.

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<b>Item of Concern</b>
Basis of design for calculating and sizing wastewater system components provided with the application
Hydrogeologic or performance based calculations for system provided with the application
Construction details and notes for the wastewater system components provided on the plans
Groundwater monitor locations and readings provided with the application
Vertical isolation distances between the bottom of leachfield and soil limitation comply with the Rules
Horizontal isolation distances between the leachfield and items of concern comply with the Rules
All existing and approved but not installed wastewater systems shown on the plans
Presumptive zones for wastewater shown on the plans even if the zone remains on the lot
Locations of all soil borings and percolation tests shown on the plans
Soil descriptions are included in the application, accurately described per the Rules, and number corresponds to the test pit number on the plan
Percolation test results reported and number corresponds to the percolation test number on the plan
Basis of design for calculating and sizing water system components provided with the application
Hydrogeologic analysis for water source provided with the application
Construction details and notes for the water system components shown on the plans
All existing and approved but not installed water supplies shown on the plans
Presumptive zones for water source shown on the plans even if they remain on the lot
Contours and construction benchmark required by the Rules for water and wastewater components shown on the plans
Locations of man-made features (driveways, roadways, buildings, filled areas) shown on the plans
All natural features shown (lakes, streams, ponds, wetlands, 100-year flood plain, River Corridor, and Shoreland Protection buffer on the plans
Sources of contamination/hazardous waste site identified on the plans
Sources of contamination/hazardous waste sites identified post submittal of the application requiring mitigation measure for the water source
Written request for variance(s) with justification provided with the application

We are also considering scheduling a workshop that will qualify for Licensed Designer credits on administrative and technical design issues related to the application and plan reviews; and an open discussion on streamlining the process.

Other ideas for improving program efficiency include:

1. providing a list of most frequently asked questions on the Regional Office home page; and
2. increasing the number of applications being submitted through eDEC which saves us time on scanning documents and you costs for the paper application. Presently less than 5 % of our applications are submitted through eDEC. What changes would you need or like made to eDEC for you to file electronic applications?

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We are interested in your recommendations and suggestions on improving the permitting process. Please forward any ideas to [ernest.christianson@state.vt.us](mailto:ernest.christianson@state.vt.us).